



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE**

☐ REFERRED FOR ACTION  
☐ ANSWER FOR MY SIGNATURE  
☐ FOR FILE  
☐ FOR YOUR INFORMATION  
☐ FOR SIGNATURE  
☐ RETURN TO ME  
☐ PLEASE SEE ME  
☐ PLEASE TELEPHONE ME  
☐ FOR APPROVAL  
☐ PLEASE ADVISE ME

BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_

STATE PROJECT NO. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ PARISH

**MEMORANDUM**

TO:

FROM:

DATE:

SUBJECT: Parcel No. \_\_\_\_\_  
 Owner(s) \_\_\_\_\_

Enclosed please find the following for the subject parcel(s) on the captioned project:

- \_\_\_\_\_ Unsigned original and copies of instrument (Suits only)
- \_\_\_\_\_ -- or --
- \_\_\_\_\_ Original and 2 copies of instrument (Amicable only)
- \_\_\_\_\_ Copy of the negotiator log with copies of all correspondence attached
- \_\_\_\_\_ Copy of the Just Compensation Letter(s)
- \_\_\_\_\_ Copy of the Mortgage Certificate (with notes as to any clearances)
- \_\_\_\_\_ Original W-9 Form (Amicable only)
- \_\_\_\_\_ Copy of Title Work
- \_\_\_\_\_ Copy of Administrative Settlement Form (if applicable)
- \_\_\_\_\_ Copy of any miscellaneous correspondence
- \_\_\_\_\_ Copy of each appraisal report with review sheet (Suits only. If amicable, send only the review sheet)
- \_\_\_\_\_ Receipt for notary fees
- \_\_\_\_\_ Special Agreements
- \_\_\_\_\_ Real Estate Voucher(s)

RECOMMENDED FOR APPROVAL

DATE

RECOMMENDED FOR APPROVAL

DATE

RECOMMENDED FOR APPROVAL

DATE

APPROVED

DATE